



Development Services - Building Inspection Division

450 Cypress Creek Rd, Bldg. 2 * Cedar Park, TX 78613 * Phone: (512) 401-5100 * Fax: (512) 258-1471

E-Mail: permits@cedarparktexas.gov

Residential Photovoltaic Permit Submittal Checklist

Applicant Name: _____ Address: _____

*Signature: _____

* By signing this I am acknowledging all required documents are provided in this submittal

PROJECT INFORMATION (All are required unless not applicable)		Provided (Applicant must check)
GENERAL	Owner, Applicant, and Contractor Information to include email address for all contacts	
	Project Valuation	
PLANS WILL NOT BE ACCEPTED IN PENCIL. PLANS THAT ARE NOT LEGIBLE OR INCOMPLETE WILL NOT BE ACCEPTED		
PLANS	Site Plan & Details – Show location arrangement of modules on roof or ground, north arrow, lot dimension and distance from property lines and adjacent structures, if applicable, and location of main or utility disconnect.	
	Framing Detail – Provide details on reinforcing existing roof for additional loads, type of roof (i.e., conventional or truss), size and spacing of roof framing members.	
	Total number of modules, number of modules per string and total number of strings.	
	Elevation – Showing location of all photovoltaic equipment on structure,	
	Provide clearances to eaves/ridges per 2015 International Fire Code, Sec. 605.11.	
	Specify that labeling of all equipment comply with Articles 690 & 705 of the 2014 NEC.	
	Calculations sheet for electric & structural/framing including weight of modules, support locations and method of attachment.	
	Provide a one/ three line diagram including bonding/grounding including wire sizing and type of connections.	
	If batteries are to be installed, include them in diagram. Show location and venting.	
	Where an approved racking system is used: Provide documents showing the manufacturer of the rack system, attachment method to roof or ground and product evaluation/structural design of the system.	
ADDITIONAL DOCUMENTS		Provided
SUPPORTING DOCUMENTS		
	Manufacturer's Installation Information and equipment cut sheets	
	Equipment details (modules, inverters, combiner boxes, etc.)	
	Attachment detail (required for roof modules)	
	Make/model of modules, inverters, combiner box...if used.	
NOTE: Additional information may be required for special situations, (i.e., flood zone, etc.)		
* A LETTER OF COMPLIANCE WILL BE REQUIRED TO BE UPLOADED TO PROJECT IN MPN PRIOR TO SCHEDULING FINAL INSPECTION *		